

7. Data Collection

Part I: Data From All LEAs with and without McKinney-Vento Sub grants

- **NUMBER OF HOMELESS CHILDREN AND YOUTH**
- **PRIMARY NIGHTTIME RESIDENCE OF HOMELESS CHILDREN AND YOUTH**

(Beginning in FY 2007 all Part I data will be collected through your Student Information System/SAIS)

Part 2: Data From LEAs with McKinney-Vento Sub grants

- **NUMBER OF HOMELESS CHILDREN AND YOUTHS SERVED BY MCKINNEY-VENTO SUBGRANTS**
- **NUMBER OF CHILDREN RECEIVING EDUCATIONAL AND SCHOOL SUPPORT SERVICES**
- **BARRIERS TO THE EDUCATION OF HOMELESS CHILDREN AND YOUTH**
- **ACADEMIC PROGRESS OF HOMELESS STUDENTS**

7. Accountability

NCLB 6-Year Compliance MONITORING

Cycle 1:

Homeless Policy

- Immediate enrollment
- Transportation to "School of Origin"
- Inclusion/non-segregation

Cycle 4(On-Site):

- Policy & procedures regarding homeless students
- Liaison designated/reported to ADE
- Parent notification of services
- Public notices on homeless awareness
- Comparable services
- Professional development

7. Accountability

Federal MONITORING

Evidence that:

- The LEA reviews and revises policies
- The LEA designates a liaison for homeless children and youth
- The LEA ensures that transportation to the school of Origin is provided
- The LEA reserves funds necessary to provide comparable services to homeless students attending non-Title I schools
- The LEA has and implements a process for prompt resolution of disputes
- Disputes are investigated and resolved in a timely manner.
- The LEA collects information on homeless children and youth, including their places of residence.

**McKinney-Vento Homeless Education Programs
Standards, Assessment and Accountability**

1.1: The SEA collects and reports to ED assessment data from LEAs on the educational needs of homeless children and youth. § 722 of the Title X statute		
Guiding Questions	Acceptable SEA Evidence	Acceptable LEA Evidence
<ul style="list-style-type: none"> How does the SEA ensure that homeless students are included in statewide assessments? How does the SEA inform LEAs with and without subgrants about data collection responsibilities, and ensure timely reports? 	<p><u>Documentation:</u></p> <ul style="list-style-type: none"> SEA describes procedure for data collection from LEAs with and without subgrants to include: <ul style="list-style-type: none"> Examples of data collection requirements and how SEA determines if data are accurate SEA describes how it determines if LEAs include homeless students in statewide assessments <p><u>Interview:</u></p> <ul style="list-style-type: none"> SEA describes how it reviews LEA data and reports on homeless students, including how it ensures accuracy of data. 	<p><u>Documentation:</u></p> <ul style="list-style-type: none"> Evidence the LEA collects information on homeless children and youth, including their places of residence. Evidence LEA ensures that homeless students are included in statewide assessments. Evidence that the LEA with a subgrant provides the SEA academic achievement data for homeless students. <p><u>Interview:</u></p> <ul style="list-style-type: none"> LEA describes how it collects local data and transmits information requested on homeless students to the SEA. Describe how the LEA determines if homeless students are being included in statewide assessments.

**McKinney-Vento Homeless Education Programs
Instructional Support**

2.1: The SEA implements procedures to address the identification, enrollment and retention of homeless students. Title X, 722 of the TitleX statute		
Guiding Questions	Acceptable SEA Evidence	Acceptable LEA Evidence
<ul style="list-style-type: none"> How and from what sources does the State collect information to determine the ongoing needs of homeless students in the State? Since the State submitted its 2002 application, has it developed, reviewed, and revised policies, or issued policy briefs or memoranda to ensure removal of barriers for homeless students? Examples? How does the State Coordinator ensure that LEAs comply with McKinney-Vento? 	<p>Documentation:</p> <ul style="list-style-type: none"> Evidence that the SEA implements procedures that address the problems homeless children and youth face in school enrollment and retention. Evidence that the SEA coordinates programs and services between the SEA, the State social services agency, and other agencies (including agencies providing mental health services) to assist in the identification, enrollment and retention of homeless students. Evidence that the SEA implements procedures to ensure that: <ul style="list-style-type: none"> homeless children have equal access to public preschool programs; homeless youth are identified and provided equal access to secondary schools and services; homeless children and youth participate in before- and after-school programs. homeless children and youth remain their school of origin Parents and homeless family serving agencies are contacted to ensure the needs of homeless children and youth are being met. <p>Interview</p> <ul style="list-style-type: none"> SEA describes how it coordinates activities on behalf of homeless students with other agencies and service providers, including surveying if homeless students and parents needs are being met. SEA describes activities to determine if parent/youth options for student enrollment are provided by LEAs. SEA describes its activities and procedures on behalf of homeless preschool children and out of school youth. SEA describes how it ensure that LEAs comply with the McKinney-Vento requirement of providing transportation to the school of origin. 	<p>Documentation:</p> <ul style="list-style-type: none"> Evidence that the LEA coordinates programs and services between the LEA, and other agencies to assist in the identification, enrollment and retention of homeless students. <p>Interview:</p> <ul style="list-style-type: none"> Describe the liaison's community outreach and collaboration activities with service providers for homeless families and youth. How does the LEA ensure homeless students are enrolled and assisted with basic school requirements (e.g., records transfer, health and immunization records, residency)? LEA describes how it ensures that children remain in their school of origin when feasible.

**McKinney-Vento Homeless Education Program
Instructional Support**

2.2: SEA provides, or provides for, technical assistance for LEAs to ensure appropriate implementation of the statute. § 722 of the ESEA		
Guiding Questions	Acceptable SEA Evidence	Acceptable LEA Evidence
<ul style="list-style-type: none"> What ongoing professional development activities does the State Coordinator provide to LEAs about the requirements of McKinney-Vento? <p>How often does the SEA monitor changes in staffing of LEA liaisons? How does the SEA assist new liaisons with learning their responsibilities for implementing McKinney-Vento?</p>	<p>Documentation:</p> <p>Evidence that the SEA provides technical assistance to LEAs on LEA requirements under the statute including:</p> <ul style="list-style-type: none"> information dissemination outreach coordination professional development <p>Evidence the SEA provides State-level technical assistance activities to agencies, service providers and advocates for homeless children and youth</p> <p>Interview:</p> <ul style="list-style-type: none"> SEA discusses technical assistance and guidance to LEAs, including professional development coordination and collaboration efforts with existing and new LEA homeless liaisons and responses to technical assistance requests. 	<p>Documentation:</p> <ul style="list-style-type: none"> Evidence that the LEA reviews and revises policies and practices to ensure they do not act as barriers to enrolling homeless students, including: <ul style="list-style-type: none"> public notices of rights <ul style="list-style-type: none"> letters, memoranda to assist enrollment timeline-waivers for producing medical, school and other records waivers for uniform fees Evidence that the LEA designates a liaison for homeless children and youth. Evidence LEA liaison assists unaccompanied youth with school placement decisions. Evidence that the LEA ensures that transportation to the school of origin is provided. Evidence the LEA provides written notification to parents and youth regarding placement decisions. Evidence that local school and school district personnel receive appropriate information and technical assistance on the educational rights and needs of homeless students. <p>Interview</p> <ul style="list-style-type: none"> LEA describes how it provides comparable and coordinated services.

**McKinney-Vento Homeless Education Program
Fiduciary**

3.1: The SEA ensures that LEAs subgrant plans for services to eligible homeless students meet all requirements. §722 of the ESEA		
Guiding Questions	Acceptable SEA Evidence	Acceptable LEA Evidence
<ul style="list-style-type: none"> Describe the steps the State takes to organize a subgrant competition? How are reviewers chosen and trained? How does the SEA review grants for quality of application as well as local need? Does the SEA review grants to determine if there are academic achievement outcomes for students [e.g., measures of accountability]? How does the SEA ensure subgrant funds are awarded in a timely manner and available throughout the grant period? 	<p><u>Documentation:</u></p> <ul style="list-style-type: none"> Evidence the SEA has an application and approval process to provide competitive subgrants to LEAs. Evidence that LEA subgrant applications are reviewed and awarded on a competitive basis for both need <u>and</u> quality. <p><u>Interview:</u></p> <ul style="list-style-type: none"> SEA staff discusses its review process and timelines for disbursement of subgrant funds. The SEA describes its process for notifying LEAs, receiving applications, awarding grant funds, and timelines for disbursement of subgrants. SEA describes how it reviews fiscal accountability of subgrantees. 	<p><u>Documentation:</u></p> <ul style="list-style-type: none"> Evidence the LEA application/ plan includes assessment of the needs of homeless students and the supplemental services provided. Evidence that the subgrant expands or improves services provided as part of regular academic program. <p><u>Interview:</u></p> <ul style="list-style-type: none"> The LEA describes the needs of homeless students in the district and the supplemental services provided with subgrant funds. The LEA describes uses of funds to provide supplementary services for homeless students.

**McKinney-Vento Homeless Education Program
Fiduciary**

3.2: The SEA ensures that the LEA complies with providing comparable Title I, Part A services to homeless students attending non-Title I schools. §1113 and §1112 of the ESEA		
Guiding Questions	Acceptable SEA Evidence	Acceptable LEA Evidence
<ul style="list-style-type: none"> What process does the SEA use to assist LEAs in determining the amount of Part A funds to reserve for homeless students? What process does the LEA use to reserve funds? Is the reservation coordinated with both the liaison and with the Title I Office? 	<p><u>Documentation</u></p> <ul style="list-style-type: none"> Evidence that the SEA ensures that LEAs reserve funds to provide comparable Title I, Part A services. Evidence that SEA ensures coordination of Title I with McKinney-Vento program for purposes of the required reservation. Evidence that SEA is knowledgeable of the reservations made by local districts for Title I purposes. <p><u>Interview</u></p> <ul style="list-style-type: none"> SEA staff discusses guidance for LEA reservation of funds. SEA staff discusses its review of LEA Title I plans to ensure coordination with McKinney-Vento. SEA staff discuss the review process for local Title I reservations. 	<p><u>Documentation</u></p> <ul style="list-style-type: none"> Evidence that the LEA reserves funds necessary to provide comparable services to homeless students attending non-Title I schools. Evidence that the LEA Title I office collaborates with the homeless liaison on the uses of the Title I reservation. <p><u>Interview</u></p> <ul style="list-style-type: none"> LEA describes the provision of comparable services for homeless students attending Title I and non-Title I schools.

**McKinney-Vento Homeless Education Program
Fiduciary**

3.3: The SEA has a system for ensuring the prompt resolution of disputes. §722 of the ESEA		
Guiding Questions	Acceptable SEA Evidence	Acceptable LEA Evidence
<ul style="list-style-type: none"> How does the State Coordinator ensure liaisons are aware of the State's dispute resolution policy and that the LEA has adopted or adapted the policy? What is the State's process to review or investigate disputes brought by parents/youths? Do all districts have a written district dispute resolution process? 	<p><u>Documentation</u></p> <ul style="list-style-type: none"> Evidence SEA has an updated dispute resolution policy and procedures to include: procedures for tracking disputes documents indicating that dispute procedures have been implemented Evidence that disputes are addressed, investigated and resolved in a timely manner Evidence that SEA tracks whether LEAs have a dispute resolution policy in place. <p><u>Interview</u></p> <ul style="list-style-type: none"> SEA discusses guidance and technical assistance to LEAs for the prompt resolution of disputes. SEA describes dispute resolution investigations and resolutions. 	<p><u>Documentation</u></p> <ul style="list-style-type: none"> Evidence LEA has and implements a process for the prompt resolution of disputes. Evidence that parent or unaccompanied youth disputes are investigated and resolved in a timely manner <p><u>Interview</u></p> <ul style="list-style-type: none"> Staff demonstrates understanding of dispute resolution policies and procedures. Staff describe how they assist families and youth with the dispute resolution process

**McKinney-Vento Homeless Education Program
Fiduciary**

3.4: The SEA conducts monitoring of LEAs with and without subgrants, sufficient to ensure compliance with McKinney-Vento program requirements. § 722 of the ESEA		
Guiding Questions	Acceptable SEA Evidence	Acceptable LEA Evidence
<ul style="list-style-type: none"> What is the SEA schedule for conducting monitoring and compliance activities for the McKinney-Vento program? Describe the SEA monitoring process for LEAs with and without subgrants. How does the SEA ensure that subgrant funds are being used for their intended purposes? For LEAs with subgrants, does the SEA require LEAs to conduct a program evaluation to determine the effectiveness of the program? 	<p><u>Documentation</u></p> <ul style="list-style-type: none"> Written procedure for monitoring LEAs with and without subgrants to include: <ul style="list-style-type: none"> Copies of reports, recommendations, actions monitoring policies and procedures, schedules for monitoring sample of letters to LEAs, checklists, forms examples of fiduciary monitoring of LEAs with subgrants <p><u>Interview</u></p> <ul style="list-style-type: none"> SEA describes its LEA monitoring and compliance process for McKinney-Vento - including on-site procedures. 	<p><u>Documentation</u></p> <ul style="list-style-type: none"> Evidence the LEA provides the SEA requested information on enrollment and services for homeless children and youth. Evidence LEA ensures that homeless students receive support services in compliance with McKinney-Vento. LEAs with subgrants provide budget information for services provided to homeless students. <p><u>Interview</u></p> <ul style="list-style-type: none"> LEA describes SEA monitoring process and any compliance issues, or recommendations for program improvements.

Administrators Checklist for Homeless Students

Does your school district:

- | | | |
|--|-----|--|
| <input type="checkbox"/> yes <input type="checkbox"/> no | 1. | Disseminate information in locations outside the central administrative offices that encourages the enrollment of homeless students in school? |
| <input type="checkbox"/> yes <input type="checkbox"/> no | 2. | Have procedures to determine whether or not homeless children and youth are enrolled and attending school? |
| <input type="checkbox"/> yes <input type="checkbox"/> no | 3. | Have procedures to identify school-age homeless children and youth who are in school and out of school? |
| <input type="checkbox"/> yes <input type="checkbox"/> no | 4. | Determine how many homeless children and youth reside in the school district and whether they are attending school on a regular basis? |
| <input type="checkbox"/> yes <input type="checkbox"/> no | 5. | Make special efforts to ensure the enrollment and attendance of homeless children and youth who do not currently attend school? |
| <input type="checkbox"/> yes <input type="checkbox"/> no | 6. | Review its policies and procedures to identify and remove barriers for the enrollment of homeless children? |
| | 7. | Allow homeless children and youth to enroll if: |
| <input type="checkbox"/> yes <input type="checkbox"/> no | | a. Parents or guardians reside in another district? |
| <input type="checkbox"/> yes <input type="checkbox"/> no | | b. They are not living with a parent or other legal guardian? |
| <input type="checkbox"/> yes <input type="checkbox"/> no | | c. They cannot provide proof of residency? |
| <input type="checkbox"/> yes <input type="checkbox"/> no | | d. They do not have a permanent address? |
| <input type="checkbox"/> yes <input type="checkbox"/> no | | e. They do not have records from a previous school? |
| <input type="checkbox"/> yes <input type="checkbox"/> no | | f. They have not officially withdrawn from the previously attended school? |
| <input type="checkbox"/> yes <input type="checkbox"/> no | 8. | Accept documents, other than a birth certificate, to prove a child's date of birth? |
| <input type="checkbox"/> yes <input type="checkbox"/> no | 9. | Grant a grace period and permit homeless children and youth to enroll if they cannot demonstrate proof of immunization? |
| <input type="checkbox"/> yes <input type="checkbox"/> no | 10. | Notify parents of their right to an appeal process if their homeless child is denied access to school? |
| <input type="checkbox"/> yes <input type="checkbox"/> no | 11. | Provide transportation services to ensure that homeless students are able to regularly and safely get to school? |
| | 12. | Include the following when determining school placement of a homeless student: |
| <input type="checkbox"/> yes <input type="checkbox"/> no | | a. Considers the parent's request for school assignment? |
| <input type="checkbox"/> yes <input type="checkbox"/> no | | b. Allows the student to complete the school year in the school he or she attended when he or she became homeless, even if he or she moved to another attendance area? |
| <input type="checkbox"/> yes <input type="checkbox"/> no | | c. Allows the student to return to the school he or she attended when he or she became homeless, if the homelessness occurred during the summer and resulted in the student moving out of the attendance area? |
| <input type="checkbox"/> yes <input type="checkbox"/> no | 13. | Provide eligible homeless students the full range of educational activities, services and programs that are made available to non homeless students? |

- ☐ yes ☐ no 14. Integrate homeless children and youth with non homeless students to the maximum extent possible?
- ☐ yes ☐ no 15. Have procedures to ensure that homeless students and their parents are aware of district programs that may address their needs?
- ☐ yes ☐ no 16. Maintain records in such a way as to immediately provide copies to parents when they transfer to another district?
- ☐ yes ☐ no 17. Transfer a homeless child's records even if the child owes a fine or has other unpaid bills?
- ☐ yes ☐ no 18. Have a procedure to notify appropriate school personnel when children and youth become homeless?
- ☐ yes ☐ no 19. Protect homeless children's school records so that inappropriate disclosure of the students' living status is prevented?
- ☐ yes ☐ no 20. Have procedures to ensure that homeless students have access to essential school supplies, textbooks, and clothing?
- ☐ yes ☐ no 21. Have procedures to ensure that the physical and mental health needs of homeless children and youth are identified and addressed?
- ☐ yes ☐ no 22. Have procedures to ensure that educators and other school personnel are aware of and sensitive to the needs of homeless students and the rights of homeless students under the McKinney Act?
- ☐ yes ☐ no 23. Have a specific contact person to shelters, other agencies, and parents to assist with the enrollment of and support services for homeless students?
- ☐ yes ☐ no 24. Conduct needs assessments to determine the types of activities and services that would be of the greatest benefit to the district's homeless students?

Source: Campus Self-Assessment Guide for the Education of Students in Homeless Situations. (n.d.) Texas Education Agency. Retrieved on August 9, 2001, from <http://www.tenet.edu/OEHCY/pdf/campus.pdf>

APPENDIX B

Guide

**For Federally Required State Data Collection for the
McKinney-Vento Homeless Education Assistance Improvements Act of 2001**

For LEAs Without McKinney-Vento Subgrants

OVERVIEW

The U.S. Department of Education's Office of Elementary and Secondary Education requires all State, local, or tribal governments, SEAs (State Education Agency), or LEAs (Local Education Agency) (primary) to submit information to be able to determine the extent to which States ensure homeless children and youth have access to a free, appropriate public education under Title X, Part C, of the No Child Left Behind Act of 2001. The purpose of the Education for Homeless Children and Youth (EHCY) Program is to improve the educational outcomes for children and youth in homeless situations. The statutes for this program are designed to ensure all homeless children and youth have equal access to public school education and that States and LEAs review and revise policies and regulations to remove barriers to enrollment, attendance, and academic achievement.

Beginning in 2004, data on program improvement were required from all States. Data collected by State assessments should be validated by the individual State's data quality standards procedures. Data reflect information principally from LEAs with McKinney-Vento subgrants; however, some information regarding all LEAs in the State is required.

PURPOSE OF THE GUIDE

This guide is designed to assist local liaisons of homeless education in accurately reporting the required data as stipulated in the U.S. Department of Education's Education for Homeless Children and Youth Program Data Collection form provided by your State Coordinator. The information provided in this document does not necessarily reflect the views or policies of the U.S. Department of Education. It is provided to assist State Coordinators for Homeless Education and local liaisons in fulfilling the requirements for federal data collection. A glossary of terms is provided for clarity.

LEAs are not to send data directly to the U.S. Department of Education. Data should be reported on your State form and returned to your State Coordinator by the required date.

All data reported must be based on actual student enrollment. Estimated numbers are not acceptable. This rule has been established pursuant to State Coordinators' requests to eliminate random and inaccurate data and to ensure that all data can be verified and are therefore meaningful.

Data Collection Question Clarification

FOR LEAS WITHOUT MCKINNEY-VENTO SUBGRANTS

The following italicized statements are questions taken from the US ED data collection form. An explanation of each question follows.

Number of Homeless Children and Youth in the State:

Provide the number of homeless children and youth in your State enrolled in public school (compulsory grades—excluding pre-school) during the 2004–2005 school year according to grade level groups below.

All data should be broken down by grade level (K–12). Do not include preschool data for this question.

Grade Level	Number of homeless children/youth enrolled in public school
K	
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	

Primary Nighttime Residence of Homeless Children and Youth:

Of the total number of homeless children and youth (excluding preschoolers), provide the numbers who had the following as their primary nighttime residence at the time of initial identification by LEAs. The primary nighttime residence is the basis for identifying homeless children and youth.

See the glossary for further definition of terms. Of the total number of homeless children and youth enrolled in your district per Question 3, report all residence types. This information should be available because the primary nighttime residence is the basis for identifying homeless children and youth and it is the responsibility of the local liaison to record the type of primary residence at the time of identification. The data counts regarding residence should correspond with data counts recorded for number of homeless children and youth enrolled (i.e., for each one child recorded, one type of residence for this child should be recorded).

The 2004-2005 data collection form lists the following categories: Shelters, Doubled-Up, Unsheltered (e.g., cars, parks, campgrounds, etc.), Hotels/Motels, and Unknown.

The Unknown category should only be used as a last resort. Since type of residence is the basis for identifying homelessness, the type of residence should be reported at the time of identification of homelessness. The local liaison should have only the most unusual circumstance to use this classification.

Primary nighttime residence	*Number of homeless children/ youth - excluding preschoolers
Shelters	
Doubled-up	
Unsheltered (e.g., cars, parks, campgrounds, etc.)	
Hotels/Motels	
Unknown	

The majority of primary residences reported will fall into the categories listed. Previous data collection forms listed "Other" as a category. This category has been removed in order to better adhere to the McKinney-Vento description of types of residences that are defined as homeless. Examples of residences that have previously been categorized as "Other" and the category into which they may fit are:

- Children and youth living in abandoned buildings, campgrounds and vehicles, trailer parks, bus and train stations, and abandoned in the hospital may be categorized as **Unsheltered**.
- Children and youth awaiting foster care placement may be categorized as **Shelters**.
- Children and youth (including runaway youth or unaccompanied youth) who live with relatives or friends due to being homeless may be categorized as **Doubled-Up**.
- Substandard or inadequate housing does not easily fit into any category as it is not governed by a specific definition and is judged on a case-by-case basis. A rule of thumb would be to see the dwelling as comparable to an automobile in that it shelters but is not adequate housing. Following this rule, children and youth who live in this type of situation may be classified as **Unsheltered**.

Glossary

Disclaimer: Some definitions included below are not part of the McKinney-Vento statute, ESEA 1965, or federal guidance. They are provided for the purpose of clarifying the data elements required for the federal data collection on homeless education programs.

Barrier—a policy, practice, condition, or circumstance that impedes a student's access to school or school activities or prevents achievement.

DNA—Data Not Available.

Doubled-Up—sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason [725(2)(B)].*

Enrolled—those students attending classes and participating fully in school activities [725(1)]. *

Initial Identification—For the purposes of data collection, initial identification is the time at which the local liaison documents the homeless status of a child or youth. This can be either at time of enrollment or when a currently enrolled child is determined to be homeless.

LEA (local education agency)—ESEA 1965 (Section 9101) defines a local education agency as “a public board of education or other public authority legally constituted within a State for either administrative control or direction of, or to perform a service function for, public elementary schools or secondary schools, or other political subdivisions of a State, or of or for a combination of school districts or counties that is recognized in a State as an administrative agency for its public elementary schools or secondary schools.”

McKinney-Vento Subgrant—funds that State education agencies (SEAs) make available to an LEA for the purpose of facilitating the enrollment, attendance, and success in school of homeless children and youth [723(a)(1)].*

NA—Not Assessed.

Primary Nighttime Residence—type of residence (e.g., shelter, hotel, doubled-up in the home of a relative or friend) where a homeless child or unaccompanied youth was staying at time of enrollment or type of residence where a currently enrolled child or youth was staying when he or she was identified as homeless.

Public Preschool Program—a preschool program operated by the SEA, LEA, or a local school. Head Start programs may be, but are not required to be, operated by public schools. Liaisons should verify the status of any Head Start programs within their districts.

School-aged—the ages determined by state law for compulsory education.

School Year—period of time required by State or local policy in which students must attend school, beginning in most cases in the fall and ending in early summer.

Students Served—those students who receive services through McKinney-Vento subgrants.

Unaccompanied Youth—a youth not in the physical custody of a parent or legal guardian [725(6)].*

*Citations in brackets refer to the McKinney-Vento statute.

INSTRUCTIONS FOR COMPLETING THE NCLB ON-SITE REVIEW PROTOCOL

The ADE monitoring team will do the following:

1. Review procedures for the on-site monitoring.
2. Interview the local educational agency (LEA) NCLB staff using the suggested questions.
3. Review the evidence of compliance.
4. Determine if the LEA is in compliance by comparing the answers provided by the LEA staff to the expected responses and by evaluating the evidence. If additional information is needed before determining the compliance status, probe further by asking more specific questions or by requesting to see more specific evidence.
5. Check all the applicable boxes for each expected response and indicate the compliance status for each item listed on the protocol by circling one of the following:

I for in compliance,
P for partial compliance,
O for out of compliance, or
NA for not applicable.
6. Assess the overall compliance of each section of the protocol based upon the team's determination of compliance of each of the items in the section. Under Reviewer's Assessment, check the in compliance, partial compliance, non-compliance, not applicable or technical assistance required box.
7. Develop in conjunction with the LEA staff, a Compliance Activities Worksheet for each section marked in partial compliance or non-compliance.
8. For serious non-compliant items with fiscal impact assign a 30-day completion date on the Compliance Activities Worksheet.
9. Follow-up with the LEA to ensure all 30-day compliance activities have been completed and that other compliance activities have been completed within one school year after the on-site review.

All citations for sections of the law refer to the *No Child Left Behind Act of 2001* (NCLB).
The complete text of the law is available at www.ed.gov/legislation/ESSEA02/

ARIZONA DEPARTMENT OF EDUCATION (ADE)

Title X, Part C. Section 722 – Homeless Children and Youth (HCY)

The LEA has developed a policy and procedures for identifying, admitting, and serving homeless students.

ISSUES FOR DISCUSSION	COMPLIANCE RESPONSE
<p>Summarize the components of the LEAs' Homeless Education Policy.</p>	<p>(X-722.1) I P O NA The LEA Homeless Policy and written procedures ensures:</p> <p><input type="checkbox"/> Barriers to the enrollment and retention of homeless children and youth (HCY) are removed so that students are immediately enrolled in school.</p> <ul style="list-style-type: none"> • Barriers include: transportation, immunization, residency, birth certificates, school records, other documentation and guardianship. <p><input type="checkbox"/> Homeless students are not stigmatized or segregated on the basis of their status as homeless.</p> <p><input type="checkbox"/> Transportation is provided, at the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison) to and from the school of origin.</p>
<p>Describe the LEAs Dispute Resolution process?</p>	<p>(X-722.2) I P O NA The LEA Dispute Resolution Process contains all the required components:</p> <p><input type="checkbox"/> HCY are enrolled in school of choice until Dispute is settled.</p> <p><input type="checkbox"/> LEA delivers a decision in writing.</p> <p><input type="checkbox"/> Parents of HCY are notified of their right to appeal to the State-level.</p>
<p>Describe the services that are available for HCY.</p>	<p>(X-722.3) I P O NA The LEA provides services for HCY.</p> <p><input type="checkbox"/> Free Breakfast & Lunch (National School Lunch Program Participants)</p> <p><input type="checkbox"/> Title I Services</p> <p><input type="checkbox"/> Referrals to local preschool programs for siblings</p> <p><input type="checkbox"/> Referrals to medical, dental, and mental health providers</p> <p><input type="checkbox"/> Transportation provided to/from School of Origin</p> <p><input type="checkbox"/> Other _____</p>

Title X, Part C. Section 722 – Homeless Children and Youth (HCY) continued

ISSUES FOR DISCUSSION	COMPLIANCE RESPONSE
<p>Who is the designated Homeless Education Liaison and what are their duties?</p> <p>Evidence may include the following:</p> <p><input type="checkbox"/> Meeting minutes <input type="checkbox"/> Agendas <input type="checkbox"/> Sign-in sheets</p> <p><input type="checkbox"/> E-mails <input type="checkbox"/> Other _____</p> <p>Describe how and when parents are provided public notice of the rights of HCY within the schools? <i>(required for all LEAs)</i></p> <p>Within the community? <i>(not required for charters)</i></p> <p>Evidence of dissemination may include the following:</p> <p><input type="checkbox"/> Brochures <input type="checkbox"/> Website <input type="checkbox"/> Poster</p> <p><input type="checkbox"/> Enrollment form <input type="checkbox"/> Fliers <input type="checkbox"/> Handbook</p> <p><input type="checkbox"/> Other _____</p>	<p>(X-722.4) I P O NA</p> <p>The LEA/Homeless Liaison ensures that:</p> <p><input type="checkbox"/> HCY are identified</p> <p><input type="checkbox"/> HCY are enrolled in school</p> <p><input type="checkbox"/> HCY receive educational services</p> <p><input type="checkbox"/> Parents and guardians are informed of educational and related opportunities available to their children</p> <p><input type="checkbox"/> Enrollment disputes are mediate in accordance with the law</p> <p><input type="checkbox"/> Parents of HCY are fully informed of transportation services</p> <p><input type="checkbox"/> All staff are trained regarding homelessness</p> <p>(X-722.5) I P O NA</p> <p>The LEA and the Homeless Liaison ensures that the Public Notice of the rights of HCY are disseminated. <i>(Mark all that apply)</i></p> <p><input type="checkbox"/> At school sites <input type="checkbox"/> In the community <input type="checkbox"/> Post Office</p> <p><input type="checkbox"/> Public Libraries <input type="checkbox"/> Soup Kitchens</p> <p><input type="checkbox"/> Other _____</p>

Comments:

SUMMARY OF COMPLIANCE
<p>Reviewers' Assessment:</p> <p><input type="checkbox"/> In Compliance</p> <p><input type="checkbox"/> Partial Compliance – Compliance Activities</p> <p><input type="checkbox"/> Non-compliance – Compliance Activities</p> <p><input type="checkbox"/> Technical assistance required</p>